

1 ► THE INTERVIEW Part 1



- a Read the biographical information about Jeff Neil. How do you think his previous experience helps him in his present job?

Jeff Neil is a career coach and the founder of a company called New Career Breakthrough in New York City. His job involves helping people to discover the right career options for them, and then to help them actually get a job, by advising them on their résumés and on interview techniques. His specialty is helping people who are making career transitions, e.g., from one industry to another. Before setting up his company, he worked for seven years as an HR (Human Resources) director.

- b Watch Part 1 of an interview with him, where he talks about helping candidates when they are applying for a job. Check (✓) the three things he talks about.

- 1 ☐ Checking what there is about you on the Internet.
- 2 ☐ Choosing the right jobs to apply for.
- 3 ☐ Choosing what photos to send with your résumé.
- 4 ☐ Thinking about the skills and abilities a job needs.
- 5 ☐ Writing a good cover letter.
- 6 ☐ Writing a good résumé.

- c Now listen again. Take notes about the advice he gives in the three areas you checked.

Glossary

résumé (BrE **curriculum vitae** or **CV**) a written record of your education and the jobs you have done that you send when you are applying for a job

cover(ing) letter a letter containing extra information that candidates send with their résumé

► Part 2

- a Read five tips for the day of the interview. Now watch Part 2, where Jeff talks about the day of the interview. Are they **T** (true) or **F** (false)? Correct the F ones.

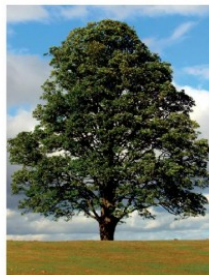
- 1 It's better to dress too formally than too casually.
- 2 You should try to find out beforehand what the company's dress style is.
- 3 You should arrive at the place where the interview is going to take place at least half an hour before the interview.
- 4 Don't take any electronic devices with you to the interview.
- 5 Be careful how you talk to other company employees before an interview.

- b Watch again for more detail. Do you agree with all the tips?

Glossary

LinkedIn a social networking service for professional people

► Part 3



- a Now watch Part 3 where Jeff talks about the interview itself. Complete the advice he gives.

- 1 If you want to ask about _____ and _____, either do this late in the interview, or wait for the employer to mention them.
- 2 _____ language and the _____ of your voice are just as important as what you actually say.
- 3 Be aware that the way you answer an "extreme" interview question can reveal things about your _____.

- b Listen again and answer the questions.

- 1 What's the biggest mistake job candidates make during an interview?
- 2 What's the most important thing for them to communicate in the interview?
- 3 Why does he mention people who were "slouched"?
- 4 What do you need to communicate with your tone of voice?
- 5 What "extreme" question did Jeff once ask?
- 6 What possible answers does he suggest? Why?

2 LOOKING AT LANGUAGE

Make or do?

Jeff uses several expressions with *make* and *do*. These verbs are very common in expressions related to work, and are sometimes confused by learners of English because they just have one verb in their first language.

a Complete the extracts from the interview with the right form of *make* or *do*. Watch and check.

- 1 "...so some of the biggest mistakes that, that I've seen that people _____ on their résumé is they include everything."
- 2 "...as an employer, I don't care what you _____ 20 years ago or 30 years ago."
- 3 "You also want to _____ a Google search on your own name."
- 4 "...and to take an eight and a half sheet of paper and _____ three columns..."
- 5 "You want to _____ sure your cell phone is turned off."
- 6 "They're _____ a lot of eye contact directly with me."

b Now complete some more sentences related to the world of work.

- 1 They are going to _____ a decision about who gets the job by the end of the week.
- 2 Can I _____ a suggestion about how to re-organize the HR department?
- 3 We must _____ much more market research before we develop the new product.
- 4 All the new employees are going to _____ a training course next month.
- 5 Everyone in the company has _____ a big effort this year.
- 6 George is _____ a great job and I think he deserves to earn a higher salary.
- 7 I need to _____ a few phone calls before the meeting starts.

3 THE CONVERSATION



a Watch the conversation. How do they respond to the question? Write **D**, **S**, and **A** on the line in the appropriate place.

Yes, definitely It depends Absolutely not

b Watch it again. Match the sentence halves.

- 1 **Alice** Admitting you can't do something is OK if ☐
 - 2 **Alice** If you say you can speak French on your CV and you can't, ☐
 - 3 **Sarah** It's OK to exaggerate a bit about something if ☐
 - 4 **Sarah** If speaking a language was essential for a job, ☐
 - 5 **Debbie** If you lie and say you can do something, ☐
 - 6 **Debbie** If you don't have many hobbies, ☐
- A it's not very important for the job.
B you will have wasted the interviewer's time and given a bad impression of yourself.
C it's a good idea to exaggerate a bit.
D you say you are prepared to learn.
E it might be expensive for the company when they discover the truth.
F I wouldn't say I could do it.

c Do you think it's OK to slightly exaggerate on your résumé? Who do you agree with most, and why?

d Watch three extracts where the speakers are emphasizing something and complete the gaps.

- 1 I think it's a _____ idea to even slightly exaggerate...
- 2 ...you might find yourself in a situation where you've wasted their time and you've just made yourself look _____ silly.
- 3 I've _____ exaggerated on a CV.

e Now watch two more extracts. What does the speaker do with the missing word to make it more emphatic?

- 1 ...but I wouldn't do that if I knew the job was going to require me _____ that language...
- 2 ...you shouldn't outright lie because you _____ get caught out and a lot of the times it could cost a company a lot of money...

f Now have a conversation in groups of three.

- 1 Do you think that to get a job today, who you know is still more important than what you know?
- 2 Do you think résumés and interviews are a reliable way of selecting people for a job?